

**Town of Haysi**  
**Meeting Room Use Policies and Rental Procedures**

1. The municipal building public meeting rooms are available for rental by any resident, over the age of twenty-one (21) representing themselves, a group, or an organization (renter).
2. Rentals will be accommodated on a first-come, first-served basis.
3. Rentals cannot be made for more than six (6) months in advance.
4. Municipal building public rooms are available for rental from 9:00 a.m. to 11:00 p.m, Monday - thru - Sunday.
5. The rental of public meeting rooms will not conflict with any Municipal activity. A rental may be cancelled if a conflict arises with a municipal meeting.
6. All renters using the Municipal Building public rooms will be responsible for damage to or property missing from the room and will be expected to restore the damage to the condition at the time of rental.
7. All renters must observe the policies and sign a waiver of liability.
8. All renters are expected to clean up the room after use and to remove any materials brought in to the room. (Vacuum cleaner, trash bags and other cleaning supplies will be available).
9. All renters are expected to collect and remove trash.
10. Alcoholic beverages of any kind are not permitted in the municipal building
11. Smoking is not permitted in any part of the municipal building.
12. Renters are not permitted to post any type of advertising in the municipal building or its premises.
13. Use of open flames, candles, confetti and glitter are not allowed in the public meeting room.

14. Nothing shall be affixed to any walls or ceilings of the public meeting room that permanently marks or damages the walls.
15. Tables and chairs will be available for scheduled meetings. Set-up will be the responsibility of the renter. Any damage to the furniture or structure that occurs due to a change in that furniture set-up by the renter shall be the responsibility of the renter.
16. All renters will be charged a rental fee of \$50.00.
17. All renters shall pay a \$100.00 security deposit fee to be refunded after inspection of the premises following the event.

### **Security Deposit Refund**

**All conditions must be followed for continuation of room use privileges and/or security deposit refund:**

1. Activities must not be disruptive to others in the building.
2. The room is left undamaged. The room, including carpet, is left clean and the furniture in the original configuration.
3. The reservation is only for the approved room.
4. Functions occurring in the room must not violate any Town of Haysi ordinances or state statutes.
5. The renter shall be responsible for repair or replacement of equipment, appliances, furniture or facilities damages due to neglect, vandalism, or misuse.

### **Town Liability**

All groups or individuals using the Town meeting room agree to take appropriate measures to protect, indemnify, and defend the Town, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the Town defending any such claim. The town, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

### Submitting an Application

The application, room rental fee, and security deposit may be mailed to the Town of Haysi, P.O. Box 278, Haysi, VA. 24256 or delivered to the Administrative Offices at 322 Main Street.

**Please read the *Policies and Procedures for Reserving Town of Haysi Meeting Rooms* and the following information prior to signing this Room Reservation Application.**

### Making a Reservation

- All reservations require submission of a *Town of Haysi Room Reservation Application*.
- All reservations must be made at least ten (10) business days prior to the event.
- **To complete the reservation process, the application, rental fee and /or security deposit must be received by the Town ten (10) business days prior to the reservation date.**
- Reservation requests will be “tentatively” held for ten (10) business days from the date of the room use request. If the application and rental fee are not received within the tentative reservation time, tentative reservations will be released and the room made available to others.
- The \$100.00 refundable security deposit for the Conference Room is due ten (10) business days in advance of the rental date.
- Applicants must be 21 years of age or older.

### Advance Reservations

The Town’s goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of the function. Recurring room use may be reserved up to one month in advance.

### Security Deposit

A refundable security deposit of \$100.00 is required for parties, receptions and potlucks. The deposit is due a minimum of ten (10) business days in advance of the rental date. Refund of the security deposit is based on whether ALL policies and procedures have been followed. Please see the policies regarding room use for details on the return of the deposit

## Cancellations

Please submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than two (2) day notice.

All efforts will be made to keep approved room reservations intact; however, the Town retains the right to cancel a function if necessary.

I agree to protect, indemnify, and defend the Town, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the Town defending such claim. I further understand the Town, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving Town of Haysi Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the Town of Haysi and I accept responsibility for any violations as they may pertain to the application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Room Use: Approved ☐ Disapproved ☐ \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Date logged: \_\_\_\_\_ ☐ Paid in Full ☐ No Charge ☐ Balance of \_\_\_\_\_ due by \_\_\_\_\_

## Town of Haysi Room Reservation Application

The Meeting Rooms in the Haysi Town Hall are available for reservation Monday through Saturday, 9:00 a.m. to 7:00 p.m. (Premises must be vacated by 11:00 p.m.) Include time in your reservation for both set-up and clean-up. Please mail the application, rental fee, and/or deposit to: Town of Haysi, P.O. Box 278, Haysi, VA. 24256 or deliver them to the Town Administrative Offices at 322 Main Street.

Event date: \_\_\_\_\_ Hours of reservation: From: \_\_\_\_\_ To: \_\_\_\_\_

Organization/individual requesting use: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Day phone #: \_\_\_\_\_ Evening #: \_\_\_\_\_

Phone number to reach you during your event: \_\_\_\_\_

**ROOM  
REQUESTED**

☐ **Town Hall Meeting Room**

**Use: Governmental Meeting Only**

☐ **Town Hall Conference Room**

**Use: Parties, Receptions, Potluck**

The Conference Room is located on the 2<sup>nd</sup> floor  
and is **NOT** handicap accessible

Type of event: \_\_\_\_\_

Size of group: \_\_\_\_\_

May not exceed room capacity

RENTAL FEE -----	<u><b>\$50.00</b></u>
PARTY, RECEPTION, POTLUCK	
ADD ADDITIONAL \$100.00 CLEANING/SECURITY DEPOSIT -----	<u><b>\$100.00</b></u>

**TOTAL AMOUNT OWED----- \$\_\_\_\_\_**

**Please make sure to sign the agreement statement. Application will not be process unless signed.**

